



Christmas in Crediton Sub-Committee Minutes
Tuesday, 12th November 2019 at 2.00 pm
at Old Landscore School, Greenway, Crediton

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Present: Liz Brookes-Hocking, Stephanie Jones, Jack Robson, David Oliver, Louise Martin, John Ross, Clare Dalley

43. To receive and accept apologies

Apologies were received from Alan Quick and Jo Ward,

44. Declarations of Interest

None declared.

45. Christmas in Crediton Sub-Committee Minutes – To approve and sign as a correct record the minutes of the Christmas in Crediton meeting held on 22nd October 2019. It was **resolved** to agree and sign, as a correct record, the minutes of the meeting held on 22nd October 2019.

46. To discuss and review actions from the previous meeting. A list of actionable points had been issued with the agenda.

ACTION: Jo to approach Wedges regarding the placement of the lights.
COMPLETE.

ACTION: Site visit to be arranged with Clare, Sonic and Jo Ward to discuss the firework requirements.

ONGOING. Clare still hasn't heard anything from Sonic.

ACTION: Liz and Jo are meeting with Sonic to agree what is required.

ACTION: Jo to chase Eddie Holden to get a definite confirmation that he is willing to be Father Christmas.

COMPLETE. Eddie couldn't do it and another Father Christmas has been found.

ACTION: Jo to move the arches from the container and deliver them to the guides on 5th November.

COMPLETE.

ACTION. Jack to speak to Anita and explain what can be provided.

COMPLETE.

ACTION: Clare to chase Rotary and Liz to chase the Food Festival regarding a stall as the Town Square plan cannot be completed without this.

COMPLETE. Rotary is booked in and a stall is no longer required for the Food Festival.

ACTION: Christmas trees to be put up in town w/c 4th November.

COMPLETE.

ACTION: Lisa and Frank are arranging the assemblies, which will be after the half-term break.

COMPLETE.

ACTION: Liz to ask the Rugby Club if they can provide a de-rig team again this year.

COMPLETE. The Rugby Club has confirmed it will provide a de-rig team.

ACTION: Steph to find out when the arches will need to be moved from the Brownies/Guides ready for the parade.

ONGOING.

ACTION: Liz to collect on Tuesday 19th November.

ACTION: Clare to purchase some elastic for the paper plate masks.

COMPLETE.

ACTION: Clare to chase Roger P for the LOLER certification for the cherry picker and double-check that the necessary insurance arrangements are in place.

COMPLETE. A cherry picker is now being hired in from Exeter.

ACTION: Clare and Liz to meet and agree on the amendments to the High Street lighting plan.

COMPLETE.

ACTION: Clare to supply Paul Fallon with a copy of the lighting plan.

COMPLETE.

ACTION: Clare to liaise with Paul regarding the erection of the 3 banners

COMPLETE.

ACTION: Clare to speak to Andrew Drayton regarding advertising the event on the community board in the store.

COMPLETE. Steph and Clare have created an information board for the event at Tesco.

ACTION: Lisa to ask Crediton Football Club if they have any members that would be willing to be marshals/stewards at the event.

COMPLETE.

ACTION: Clare to ask Morris if we could store the traffic cones in the Three Little Pigs beer garden for a few days.

COMPLETE. We are going to use Liz's garage.

ACTION: Liz to explore a suitable location overlooking the Town Square for Father Christmas to appear.

ONGOING. There are access issues with the proposed location.

ACTION: Clare to try and overcome the access issues for Father Christmas to appear at height over the Town Square.

ACTION: Jack to speak to Bruce at Grape & Grain to confirm the details of the Traders Race.

COMPLETE.

ACTION: Liz to speak to Haywards and Landscore Schools to double-check the arrangements for their choirs.

COMPLETE.

ACTION: Clare to find the winners signs, or recreate them, for the mask competition winners to carry in the Parade.

ONGOING. These are being created at the moment.

ACTION: Clare to create new 'COMPETITION WINNER' signs for the mask competition winners to carry in the Parade.

47. To discuss plans and ideas for 2019 including:

- **The Town Square event**

ACTION: Liz to collect the gazebo at 9.30 am on Saturday 23rd from the Arts Centre.

ACTION: Clare to promote the Scout Foodbank donations.

- **The parade**

Everything seems to be in order. Clare confirmed she would liaise with Steph regarding Stewards for the Parade.

- **The fancy mask competition**

Everything seems to be in order. Clare will create some signs directing them down the steps at the Methodist Church.

- **Lights and lighting infrastructure**

Clare confirmed everything is on track.

- **Marketing the event**

Clare asked members to distribute posters and bookmarks to help promote the event.

- **Road closures and traffic management**

Clare advised that Andi has erected the Advanced Warning Signs for the closure.

- **Any other plans and ideas not covered above**

48. To review and amend, as necessary, the Event Management Plan and the Timed Project Plan.

Clare confirmed she would circulate updated versions and when any last-minute amendments were made.

49. To review the finances for the 2019 Christmas in Crediton project.

Clare confirmed the project was on track and under budget.

50. To agree the date of the next meeting.

To be confirmed. [this will be a wash-up meeting in January 2020.](#)

51. Close

The meeting closed at 2.48 pm.

Signed

(Chairman)

Date:.....

DRAFT